



MILLBRAE YOUTH ADVISORY COMMITTEE

MINUTES
March 7, 2023
5:30 PM

Millbrae Recreation Center, Conference Room B

CALL TO ORDER MILLBRAE YOUTH ADVISORY COMMITTEE

ROLL CALL

The meeting was called to order by Chair Friedrich Plankensteiner at 5:32pm. Present: Chair Friedrich Plankensteiner, Committee Members Madison Douglas, Adrienne Fung, Zurine Cheng, Recreation Coordinator Heather Hoover, and Recreation Director Hannah Moran.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

AGENDA OVERVIEW

APPROVAL OF MINUTES

Motion to approve February 7, 2023 meeting minutes by Member Adrienne Fung, Seconded by Chair Friedrich Plankensteiner; Vote 4-0-0; Approved.

PUBLIC COMMUNICATION

None.

EXISTING BUSINESS

1. Interim Millbrae Library Manager, Cary Mossing, shared upcoming events at the Millbrae Library in the month of March. These events included: Mindful Teen Yoga, Women in Music, Holi Celebration, Fixit Clinic, Meditation, a visit from the Little Explorers Petting Zoo. The Library is also looking for interns and staff for Big Lift this summer.
2. Recreation Coordinator Hoover described the process of adding a new task after the Work Plan is approved. In the future, if Youth Advisory Committee wants to add an additional task, the Committee would listen to the idea, and vote on it. Then, the Committee would create a new, updated Work Plan, and vote on it. If approved, the Chair would then present the updated Work Plan to City Council, who would vote on approval. Recreation Director Moran noted that all Committees and Commissions typically stay between 4-5 tasks for their Work Plan, due to Staff Time.
3. Work Plan CY 2023
 - a. Chair Plankensteiner noted that there are no new updates on the Food/Supply/Toy Drive(s), but he will continue to brainstorm.
 - b. Member Douglas explained ideas for the Teen Retreat in May. Activities included big games, as well as quiet activities. Member Douglas and Recreation Coordinator Hoover will collaborate on creating a flyer for the Teen Retreat, and will begin taking registration in the next month. Recreation Coordinator Hoover explained we have a \$500 budget for this event, the cost for Therapy Dogs is \$100, and we would likely spend the remaining \$400 on food and activities. Recreation Coordinator Hoover will look into Boba for the event. Motion to approve spending \$100 on Therapy Dogs for the Teen Retreat by Member Douglas, Seconded by Member Cheng; Vote 4-0-0; Approved.
 - c. Member Fung explained details about the Senior Technology Classes beginning March 11. She will be asking Secondary Lead, Member Byrisetty to attend Saturday, March 11, and if he is unable to, Chair Plankensteiner will attend. Member Fung will be sending the curriculum to

the Youth Advisory Committee members Thursday, March 9. The Committee discussed usage of a projector, and that the Recreation Department does not have their own projector for the Senior Technology classes. Recreation Coordinator Hoover will check with the Admin Department if we could temporarily use their projector, but we will need to see if we could borrow a projector from another organization or person in the future. Recreation Coordinator Hoover reminded the committee that any volunteers will need to fill out our Volunteer Form She also shared that the classes have been promoted in the Seniorline, on Millbrae Recreation social media, City of Millbrae social media, via flyers at the Millbrae Recreation Center, and the Senior Birthday Luncheon.

- d. The Logo Design Contest is now open. There is 1 logo currently submitted, but the goal would be to get around 5-10 logos before the contest closes in April. Members were encouraged to take flyers and spread the word to community members and peers at school.
4. Motion to approve Work Plan CY 2023 Subcommittees by Chair Plankensteiner, Seconded by Member Fung; Vote 4-0-0; Approved.

NEW BUSINESS

None.

STAFF ANNOUNCEMENTS

1. Recreation Coordinator Hoover shared that Millbrae Recreation is hiring for summer camp leaders! Applications close on March 17.
2. Recreation Coordinator Hoover noted that Counselor in Training (CIT) Applications are still open for summer camp 2023 for teens ages 13 – 15, who have graduated 8th grade! Applications close April 3.
3. Recreation Coordinator Hoover described that the next Millbrae Goes to the Movies is on Friday, April 14.
4. Recreation Coordinator Hoover shared that Spring Classes and Summer Camp Registration opened on March 1. Activity Guides were distributed to Millbrae citizens beginning March 1.

COMMITTEE MEMBER REPORTS

1. Member Fung is attending a Robotics competition in Fresno this weekend.

CITY COUNCIL UPDATE

None.

ADJOURN YOUTH ADVISORY COMMITTEE

1. Meeting was adjourned by Chair Plankensteiner at 6:21pm.
2. Next scheduled meeting – April 4, 2023

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE RECREATION COORDINATOR AT (650) 259-2383. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

LANGUAGE INTERPRETERS: LANGUAGE SERVICE IS AVAILABLE AT ALL REGULAR AND SPECIAL COUNCIL MEETINGS IF MADE AT LEAST 48 HOURS IN ADVANCE OF THE MEETING TO HELP ENSURE AVAILABILITY. FOR MORE INFORMATION OR TO REQUEST SERVICE, PLEASE CALL HEATHER HOOVER AT (650) 259-2383.

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MATERIALS RELATED TO AN AGENDA ITEM THAT ARE SUBMITTED TO THE YOUTH ADVISORY COMMITTEE AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN THE RECREATION OFFICE AT 477 LINCOLN CIRCLE, MILLBRAE, CA 94030, MONDAY-FRIDAY FROM 8:30 A.M. TO 5:00 P.M.

